

TH 246 and Jefferson Parkway Roundabout (STRT2019-A43)

The following actions detail the required 429 process track for local improvements.

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
November 12, 2019	Council work session on Landscaping & Bumpouts	Discussion on landscaping and High School Crosswalk.		
January 21, 2020	Approve Plans and Order Advertisement for Bids	This step is a requirement of the 429 process.	Resolution 2020-xxx	
January 29, February 5 & 12, 2020	Publish Ad for Bid in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website.		
February 27, 2020	Bid Opening – 2:00 P.M.	Final step in the bidding process. Bids are opened by staff and tabulated. From here staff will make a recommendation to the City Council for award.		
March 10, 2020	Accept Bids and Award Contract	This step is a requirement of the 429 process and allows the project to move forward with beginning the actual construction process.	Resolution 2020-XXX	
May – October 2020	Construction	<p>Once the project is awarded staff manages the day-to-day contract execution. Typically a Resident Project Representative is on-site to make sure the project is constructed in accordance to the plans and specifications. Communications between the contractor and city is primarily through the City Engineer, Project Manager and Resident Project Representative.</p> <p>Significant changes will be brought to the City Council for approval prior to the work being executed. Minor changes and field directives are authorized by the City Engineer in advance to maintain the project schedule. All contract changes must be approved by the City Council. Adjustments to estimated quantities occur during the final acceptance of the improvements.</p>		